



PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.

JKO Course Catalog:

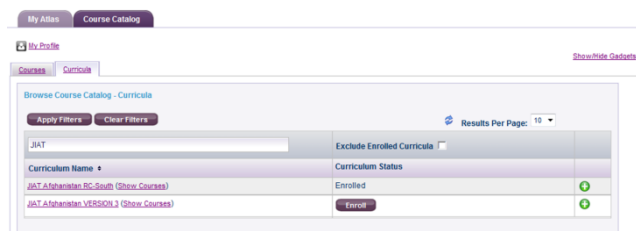
Once logged in to the JKO Learning Content Management System (LCMS) you can browse available courses and curriculums by topic or area of interest, or find a specific course or curriculum by selecting the **“Course Catalog”** tab at the top of the page, and using the filter function entering complete or partial information and clicking the **“Apply Filters”** button. **IMPORTANT:** There are two sub-tabs on the **“Course Catalog”** page, a **“Courses”** tab and a **“Curricula”** tab. Use the **“Courses”** tab to browse and select individual courses and the **“Curricula”** tab to browse and select curricula (curriculums link sequenced individual training courses focused on topical training requirements).

- ☐ **Login to JKO Learning Content Management System (LCMS).** Go to <https://jkodirect.jten.mil> and click **“OK”** on the DoD Warning Banner. In the **“CAC Login”** box click the **“Login using my CAC”** link and select your current CAC certificate in the **“Select Certificate”** pop up box and click **“OK.”** Non-CAC users follow the instructions provided under the **“Login Options”** section on the login page to submit an account request to the JKO Help Desk.
- ☐ **Find and take a course.** Find courses in JKO by clicking the **“Course Catalog”** tab at top of the LCMS page. Search for a specific course, or courses associated with a particular topic or organization, using the search fields above each column, **“Prefix,” “Number”** and **“Title”** and clicking the **“Apply Filters”** button. If you know the course number, enter that information in the search field above the **“Number”** column and click **“Apply Filters.”** The course identification will load with the **“Enroll”** button in the **“Course Status”** column. You can also browse the catalog using partial information. For example, you can enter a topic such as **“Cultural Awareness”** or **“Joint Planning”** in the search box above the **“Title”** column, click **“Apply Filters”** and it will return a listing of all courses in the JKO database containing that topic in the title. NOTE: the **“Title”** field is case sensitive, while the **“Prefix”** and **“Number”** fields are not case sensitive.

Prefix	Number	Title	Course Status
		Cultural Awareness	

To enroll in a course, click the **“Enroll”** button associated with your selection in the **“Course Status”** column. When prompted to confirm enrollment selection, click **“Continue.”** The course will move to your **“My Training”** table. To launch a course, click the **“My Atlas”** tab at the top of the page and click the **“Launch”** button within the **“My Training”** table where the course is now listed. The course identification and **“Launch”** button will remain in the **“My Training”** table until you have completed the course. After completing a course, it should transition from **“My Training”** to **“My Training History”** and you will receive a completion notice via email. If the course remains listed in your **“My Training”** table, click the **Refresh** icon (🔄). To access and print the course completion certificate, click the **“Open My Training History”** link. In the **“My Training History”** table, click the **“Certificate”** icon (📄) in the **“Certificate”** column at the right of the course title. Your course completion certificate will display for printing and saving.

- ☐ **Find and take a curriculum.** Select the “**Curricula**” tab and enter a search topic (e.g., JIAT or JTF) in the open field then click “**Apply Filters.**” A list of the curriculums containing your search criteria will appear. Select the curriculum of your choice and click the “**Enroll**” button. A “**Curriculum Enrollment**” window will open confirming your enrollment in all the courses of the curriculum. Click “**Continue.**” You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the curriculum.



Select the “**My Atlas**” tab to return to your student desktop page. In your “**My Training**” table of the page, click the button to “**Show Curricula**” (if it's not already selected). You'll now see the curriculum with the list of courses that comprise this certification. Click the “**Launch**” button to start a course. Be sure you launch your courses from the “**My Training**” table in order to receive credit. You will not receive credit if you only preview the course. To return to your student desktop page at any time, click the “**My Atlas**” tab.

IMPORTANT: You will not receive a course completion certificate for each course until all courses within the curriculum are completed, at which time you will also receive an overall curriculum certificate. To check course completion progress, click the “**Open My Training History**” link located on the “**My Training**” table of the page. Locate the apple (🍏) icon on the far right margin. Click the “**Transcript**” link. You will see a list of all passed courses.

When you have completed all courses within the curriculum, you can retrieve all course completion certificates as well as the overall certificate from the “**My Training**” table. Click the “**Open My Training History**” link within that table. Ensure the “**Show Curricula**” button is selected. Click the certificate icon at the end of the row for the overall certificate. You can retrieve all individual certificates for the courses that comprise this certification in the same way. Note, however, that the only document you need is the overall curriculum completion certificate. All completion records are retained online in your student account on JKO.